

DD/A 75-0276

21 JAN 1975

MEMORANDUM FOR: Director of Personnel
Director of Training

SUBJECT : Training Requirements


REFERENCE : DTR Memorandum to A-DD/A, Subj: PDP Training
Requirements, dtd 16 Jan 75

1. The attached reference is self-explanatory. What I am anxious to do is have the Office of Personnel provide the Director of Training with sufficient statistical information regarding potential training requirements Agency-wide so to enable the Director of Training to deploy his assets in a fashion to accommodate the rising training needs. To do so, the Director of Training may have to forego some presently offered courses which do not fit the "core" courses necessitated by the Personnel Development Program (PDP).

2. The whole thrust of this exercise is to ensure that the Agency, having hung out the carrot of PDP, permits the employees to obtain -- in a reasonable timeframe -- those training courses established by the PDP as appropriate to one's career and advancement.

3. It is requested that the Director of Personnel work closely with the Director of Training to ensure we strive towards that end. Please call to my attention any problem you may have in this task.

FOIAb3b


John N. McMahon
Associate Deputy Director
for
Administration

Attachment
(w/D/Pers copy only)